ADMISSIONS LATE AND NON ARRIVALS PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1   Procedure

Responsible	Procedure Steps			
	1	**Late arrivals**		
Admissions Officer		**1.1**	Email received from agent/student requesting late arrival approval for visa officer to process visa.	
		1.2	**CELUSA**: Seek approval from Director of Studies.	
			1.2.1	No approval is required for requests pre-Wednesday of the first week of the CELUSA Module. The last late arrival is recorded on the COE for visa officer.
		1.3	**SAIBT:** communicate late orientation dates to agent/student. No visa letter is required as the latest late arrival date printed on all CoEs.	
			1.3.1	Seek approval from SAIBT Academic Director if the request relates to special circumstances.
		1.4	Email late arrival approval/disapproval that is related to special circumstances to agent/student via Studylink.	
	2	**Non arrivals**		
Admissions Team		**2.1**	Print non arrival report.	
		2.2	For non-arrival students who request deferred Offers, a new Studylink application must first be submitted, a new offer issued and upon receiving their Acceptance and evidence of payment: • issue new revised CoEs and copy UniSA/LCB • email the agent/student for visa application • update Studylink	
		2.3	for non-arrival students for whom we have received no correspondence: • cancel CoEs in PRISMS/ Update Studylink	
		2.4	Send the non-arrival email from Studylink to the agent/student and copy UniSA or LCB, SCO or Sponsor • Email includes links for refund/withdrawal forms and information about contacting the Department of Home Affairs (DHA)	

Responsible	Procedure Steps		
Student and Academic Services (SAS)		**2.5**	Admissions email non arrival list to Student and Academic Services (SAS), Finance and Marketing
		2.6	Non arrivals due to visa refusal are managed by both Admissions and SAS across both Studylink and Navigate.

D.2   Supporting Documentation

Related material	Location
Student Orientation Late and Non Arrivals Procedure	SAIBT Policy and Procedures webpage
Admissions Assessment and Letter of Offer Procedure	SAIBT Policy and Procedures webpage
Admissions Late and Non Arrivals Work Instructions	Files in Admissions Team – SAIBT Admissions Only - Documents > General > Work Instructions

Form templates	Location
None	

Records (including completed forms)	Location
Confirmation of Enrolment	Studylink
Non arrivals report	Records sent via Email.
Non arrival list and notes	Records sent via Email and notes made in Student Management System. .

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	v3.1
Date of Effect	07/2023
Privilege Level	Public